



# AtHoc

## Emergency Notification System

### Self-Register Today!

AtHoc, an emergency notification system, will be used to rapidly and effectively alert personnel of critical information, such as command messages, emergency situations, and/or incidents that impact one's duty location or accountability.



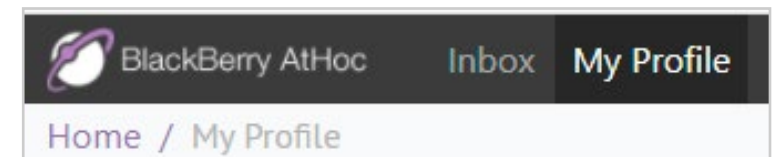
Receive Real-Time Alerts on the Go! | Update Contact Info! | Stay in Touch, Stay Safe!



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## AtHoc Instructions NIPR Desktop



1. Open your browser and select the following link to access the AtHoc Self-Service website:
2. Log in using your agency-issued CAC and custom PIN.
3. Once logged into the Self-Service website, select the **"My Profile"** tab across the top of the main page.

<https://athoc.dodiis.mil/SelfService/dia>

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## AtHoc Instructions NIPR Desktop



4. Click the **"Edit"** button on the top right of the screen to update your profile. This will allow you to receive alert notifications via your work and personal emails, phones, and text messaging devices.
5. Click **"Save"** at the top right of the page when you have finished updating your profile.
6. Congratulations! You will now receive real-time notifications on all opted personal devices, alerting you of emergencies and/or incidents affecting agency personnel.

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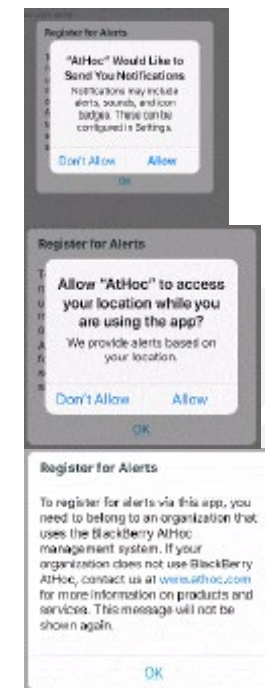
## AtHoc Instructions Mobile App



1. Using the "**App Store**" or "**Google Play**," query "**AtHoc**" in the search bar and select the Install/Download option.

2. Once the app is installed and opened, you will then receive a series of questions which will determine how your new AtHoc App will perform.

- a. Select "**Allow**" in order to receive notifications.
- b. Select "**Allow**" so that AtHoc can access your location while using the app.
- c. Select "**OK**" to register for alerts.



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## AtHoc Instructions Mobile App

3. Enter your agency-issued NIPR email into the registration email.
4. Proceed to your email account and open the AtHoc email.
5. Verify your email address by selecting the **"Verify Now"** button.



6. Go back to the AtHoc App and wait for the screen to change from **"Register your email..."** to **"Enter Organization Code."**
7. Enter the Organization Code for your system.  
**Organization Code: "DIA"**



**Congratulations!** You will now receive real-time notifications on your personal device via the AtHoc Mobile App.

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COMMITTED TO EXCELLENCE IN DEFENSE OF THE NATION